

TOWN OF HAMPDEN

Code Enforcement Office

RESIDENTIAL

Certificate of Occupancy Application



Applicant Name: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

City/Town: _____ **State:** _____ **Zip:** _____ **Preferred Contact Method:** ☐ Phone ☐ Email

Applicant same as property owner? ☐ YES ☐ NO

Owner Name: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

City/Town: _____ **State:** _____ **Zip:** _____ **Preferred Contact Method:** ☐ Phone ☐ Email

Contractor same as applicant? ☐ YES ☐ NO **Contractor same as owner?** ☐ YES ☐ NO

Contractor Name: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

City/Town: _____ **State:** _____ **Zip:** _____ **Preferred Contact Method:** ☐ Phone ☐ Email

Who should Code Enforcement Call with questions regarding this application?

☐ Applicant ☐ Owner ☐ Contractor

Street Number (Not Lot #): _____ **Street Name:** _____

Tax Map: _____ **Lot:** _____ - _____ **Zoning District(S):** _____ **Road Frontage:** _____ ft

Expected Total Construction Cost: \$ _____

Completed Structure Dimensions: Length _____ ft. Width _____ ft.

Completed Square Footage: Basement: _____ ft.² 1st Floor: _____ ft.² 2nd Floor: _____ ft.²

Garage: _____ ft.² **Decks:** _____ ft.² **Other:** _____: _____ ft.² **Total Square Footage:** _____ ft.²

Completed Structure Height: _____ ft. # Stories: _____

Water Supply: ☐ Private ☐ Public:

Sewage Disposal: ☐ Septic System ☐ Public Sewer

Building Permit Number: _____

Internal Plumbing Permit Number: _____

Subsurface Wastewater Permit Number: _____

In order to qualify for a certificate of occupancy, the following applicable documentation must be filed with the Town of Hampden Code Enforcement office:

☐ **Evidence of Required Inspections**

- | | |
|---|---|
| <input type="checkbox"/> Footing | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Fire Resist |
| <input type="checkbox"/> Slab | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Underslab Plumbing | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Framing | <input type="checkbox"/> Fire / Life Safety Final |
| <input type="checkbox"/> Rough-in Plumbing | <input type="checkbox"/> Other_____ |

☐ **Evidence of Sewer / Wastewater Inspection**

- ☐ Scarification
- ☐ SSWW Bottom
- ☐ SSWW Top

☐ **Electrical Sign-off**

☐ **Insulation Form**

☐ **Chimney or Fireplace Form**

☐ **Blower Door Test**

☐ **Radon Form**

☐ **Truss Engineering Forms**

APPLICANT CERTIFICATION
Residential
Certificate of Occupancy

I hereby certify that I am the owner of record/contract owner of the subject property/building or duly authorized agent of said person. (A letter must be submitted with the application to the Code Enforcement Office from the owner of record/contract owner authorizing this application or the owner of record/contract owner must sign below). I hereby certify that the information set forth herein is correct to the best of my knowledge and belief. Further, to the best of my knowledge all work completed by me, or my agents, has been completed in accordance with the applicable ordinances of the Town of Hampden and in compliance with the Maine Uniform Building and Energy Code (MUBEC). I understand that my certificate of occupancy application will be reviewed within 14 business days of a complete application being received by the Code Enforcement Office. It is the responsibility of the applicant to provide the information and documentation required to complete this application.

Signature of Applicant_____ Date ____/____/____

Signature of Owner of Record/Contract Owner_____ Date ____/____/____

Permit Fee: \$100.00 per Town of Hampden Fees Ordinance schedule
